

Dated : 22, December 2022

To,

The project Director

D-43/1, Sherae Ghalib

lane 3, Block-2

Clifton

Karachi

Sub

COVERING LETTER

Respected Sir

I am sending my CV with relative Documents
along this letter.

Hope that my request will be acceded and give
a chance to serve in this respectful Hospital.

Your response is highly appreciated.

Yours truly,

Adeel Ahmed.



curriculum vitae

ADEEL AHMED

Flat No. 408, 4th Floor, Block-A,
Sector L1, Surjani Town,

Cell No. Karachi. 0332-3621137

E-mail: adiscorpio06@gmail.com

CAREER OBJECTIVE:

Seeking to establish a career with a progressive organization where I can gain and learn something and my abilities and performance can contribute to the organization leading to future career advancement.

ACADEMIC QUALIFICATION:

- ✦ **Matriculation** form Board of Secondary Education Karachi.
- ✦ **Intermediate** form Board of Intermediate Karachi.
- ✦ **BCS** from YMCA Polytechnic Institute (West Coast Institute of Management & Technology Perth, W. Australia)

OTHER QUALIFICATION:

- ✦ Ms-Office Course
- ✦ English Language Course

Languages:

- ✦ Mother Tongue Urdu
- ✦ Proficient in English

PROFESSIONAL EXPERIENCE:

- ✦ United Nation Association of Pakistan Youth Coordinator
- ✦ Worked in Karachi Institute of Radiotherapy & Nuclear Medicines. (K.I.R.A.N) as an Assistant and Receptionist

✚ Worked in Ibn-e-Seena Hospital as a Receptionist

PERSONAL INFORMATION:

✚ Father's Name	:	Mukhtar Ahmed
✚ CNIC	:	42000-0470024-0
✚ Nationality	:	Pakistani
✚ Religion	:	Islam
✚ Marital Status	:	Married

REFERENCE:

✚ Will be furnished upon request.